



Recreation Assistant

Announcement # ANAC-10-019

Salary: \$11.71 - \$15.00 per hour Series/Grade: NF 0189 02

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: ITT Office-Washington Navy Yard

OPENED: 16 July 2010

CLOSES: Open Until Filled

AREA OF CONSIDERATION: ALL SOURCES

Flexible (0 – 40 hours per week) No benefits offered

TO APPLY: Download forms on <https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm>

Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 301-342-3603.

DUTIES AND RESPONSIBILITIES:

Incumbent is assigned to one or more specialized recreational activities such as the following: Marine/Fishing Piers, Community Activities, ITT Office, Campsites/Cottages, Arts & Crafts, Fitness/Athletics, Golf Course, Skeet Range, Youth Activities, Bowling Centers & Stables. Performs and/or assists in the operation of the recreation activity. Based on established policies, incumbent carries out assigned phases of designated activity applying an understanding of the interest and needs of program participants. Typical assignments may include: establishing schedule of events; applying rules and regulations in supervising assigned youth participants in indoor and outdoor activities; setting up gymnasiums and playing fields for sports events; scheduling and conducting tours and field trips. Demonstrates procedures common to the activities, and instructs in the use of related equipment. Conducts instructional classes in the recreational area. Helps to plan and coordinates details of recreational activities and maintains related supplies. Assists in planning, scheduling and publicizing various activities to attract and motivate participants. May oversee sale of retail items associated with activities. Ensures adherence to safety rules and regulations. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

One to two years experience in a related recreational activity. Knowledge of cash processing procedures and computation. Ability to operate cash register, typewriter, word processor, Microsoft Office, copier and related office equipment. Ability to communicate effectively and diplomatically with MWR customers and civilian vendors.

SPECIAL REQUIREMENTS:

Must be able to obtain access to base computer system, if applicable.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

Visit our web site:

<https://www.cnmc.navy.mil/ndw/Jobs/OpenPositions/index.htm>